

BOULDER RIDGE PROPERTY OWNERS' ASSOCIATION
P.O. BOX 2174
Crystal Lake, IL 60039-2174
www.boulderridgepoa.net

NOVEMBER 20, 2013 – WEDNESDAY – Minutes of BRPOA Board Meeting

PRESENT: PATRICK LOVELESS, JOE LACALAMITA, BOB SEISER, STEPHEN HOLOBOWICZ.

INVITED GUEST: MARYELLEN COENS – (hired to take the minutes of the meeting)

Meeting was called to order at 7:10 PM at the Boulder Ridge Country Club, Lake in the Hills, IL. The Board acknowledged receipt of the Meeting's Agenda (Exhibit A).

President Patrick Loveless welcomed and thanked everyone for attending. He briefly outlined the Agenda for the evening and thanked Bob Seiser for the Holiday Lights at the three entrances. He mentioned that Rachael Hoch voted in at the June 5, 2013 Election Meeting resigned shortly after, leaving the board with only 4 positions. Current Treasurer, Steve Holobowicz has sold his house and will be leaving the board early in December bringing the board to 3 positions. Patrick emphasized the need for volunteers to step forward.

Bob Seiser reported that the Minutes from the June 5, 2013 Board Meeting were approved by the board and the Minutes had been posted to the Association's website.

4-0

Motion made by Patrick Loveless to accept the written minutes of the June 05, 2013 BRPOA Board meeting; seconded by Joe LaCalamita; unanimously approved.

4-0

The Board ratified Motions and vendor service proposals / contracts which were approved since the June 05, 2013, BRPOA Board meeting as read by Bob Seiser (Exhibit B).

Steve Holobowicz presented the 2014 budget mailed to all homeowners. The board's goal was to adequately fund 2014 operations but still keep the dues in line with the past year. In order to do this they moved \$18,700 from prior-year retained earnings to 2014 Road Reserve and \$20,000 from prior-year retained earnings to 2014 Transponder Replacement. We had \$83,000 in retained earnings so we returned some of it to make it work for the homeowners. We also changed our method of accounting for transponder sales. In the past, \$25.00 of the \$100.00 sales price went as a reserve for the refundable deposit and the balance of \$75.00 was booked as income. We made the change going back to the beginning of 2012. We calculated the units booked as income in 2012 and moved this amount to Transponder Fee Reserve and did the same treatment for 2013 sales.

4-0

Motion made by Steve Holobowicz to accept the 2014 Operating Budget, seconded by Patrick Loveless, unanimously approved.

Patrick Loveless discussed the **Transponder Replacement Program**. It was necessary to update the software so all new gate tags could work. The old units had a battery life of only 5 years. The units being purchased now have a battery life of 7-9 years and emit a much stronger signal so the operation of the gates should be improved. We will use the reserve funds to replace the old tags.

Exchange Forms can be found on the Association's website. Complete the form and turn it into the gatehouse. Patrick checks the gatehouse on Monday, Wednesday or Friday and picks up any requests. Having the board manage the process appears to be the most efficient and accurate method of handling the exchanges. Patrick said "assessments are not going up and all the old units are being replaced – that's the way to manage the money".

Request for **Volunteers** was discussed by Patrick Loveless. It is a good board who works hard with the best interest of the homeowners in mind. Please consider being a part of the board or a committee. Approach any current board member for more information.

A **Questions and Answer session** was conducted with the members:

- A question was raised on the increase in Accounting expense on the 2014 budget and how the board was progressing on moving towards emailing to cut down on mailing cost. The accounting increase is due to the need to pay for minute taking and other administrative functions due to the limited board size. Patrick said we are required by IL law to mail out all meeting notices.
- Adding more lighting at night to improve darkness on streets. The problem is that our streetlights are gas lights and do not give off the amount of light as electric. While not practical to move to electric lights, Patrick said we can bring this matter up at an Executive Meeting to see if there is something that can be done to improve the illumination.
- No 2014 budget line for maintenance on the gate around the community. Patrick stated that the board is still looking for clarification on ownership of the chain link fence and the iron fence. The board has run into several ownership/platting issues which they are working to resolve. Once they get them resolved, they will get the fence painted and budget for its ongoing upkeep. Please let the board know if there is a major problem and they will take care of it.
- Lynn Strout asked if the alarm system and dog fence signs in front yards was a violation of the Signage Restrictions in the Covenants. The board asked Lynn to tell them the addresses which are in violation and the board will address it.
- Architectural/ Landscape Application needed for tree replacements? Joe LaCalamita said that it is required and a compliance deposit is required as well per the form to ensure that no damage is done to Association roads.

- Annual reserve for road repair/replacement not necessary since the Estates roads were completely replaced recently. Patrick explained the necessity to build up a reserve so special assessment would not be needed when the time comes. Also, the road reserve covers any repairs needed to the pavers at Frank Road. The H/O did not think it was fair to have to pay into the Estates roads as well as his own developments (Greens). Patrick pointed out that the board tried to challenge the allocation between developments but they were shot down we have to move on.
- Don Brown brought up the option of limiting the number of landscapers working in the development by having a Licensed Landscaper status. He said there are approximately 114 different landscapers coming here. The line the streets causing unsafe traffic hazards. He suggested having them pay a fee to be a licensed BR POA landscaper which would raise funds for the roads, improve the safety in the community and reduce some of the wear and tear on the roads. Much discussion ensued.
Bob Seiser said he would research what we are allowed to do legally with restricting vendors to the community and charging fees.
- Progress Report on Safety Committee proposed at the June Board Meeting. Patrick said the board is still getting this together but no matter, the board is continually thinking and researching ways to keep the association streets safe.

Motion made by Patrick Loveless to adjourn; seconded by Joe LaCalamita; unanimously approved.

Meeting adjourned at 8:20 PM.

Respectfully submitted,

Maryellen Coens – BRPOA Accountant

EXHIBIT A

BOULDER RIDGE PROPERTY OWNERS' ASSOCIATION
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CRYSTAL LAKE, IL 60039-2174
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NOVEMBER 20, 2013 BOARD MEETING

AGENDA

- 1) Meeting Called to Order – Patrick Loveless, President
- 2) Opening Comments – Patrick Loveless, President
- 3) Approval of Minutes from June 5, 2013 Board Meeting – Bob Seiser, VP Communications
- 4) Ratification of Motions and Recommendations made by Board since June 5, 2013 Board Meeting - Bob Seiser, VP Communications
- 5) 2014 Proposed Operating Budget – Steve Holobowicz, Treasurer
- 6) Transponder Replacement Program – Patrick Loveless, President
- 7) Request for Volunteers – Patrick Loveless, President
- 8) Questions and Answers – Patrick Loveless, President

EXHIBIT B

Motions Made at Executive Board Meetings since June 5, 2013 Board Meeting:

The following motions were made at past Executive Meetings and are incorporated as part of the minutes hereof:

- 1) Motion made by Steve to hire the BRPOA's Outside Accountant to take minutes at all executive board sessions and all H/O meetings. Seconded by Robert Seiser. Motion Approved 4-0.
- 2) Motion made by Steve to remove KSN as registered agent and use outside accountant for this service. Seconded by Robert Seiser. Motion Approved 4-0.
- 3) Motion made by Steve to assess \$65 Late Fee in 2014 on 5/1/14 for accounts remaining unpaid and to assess interest at the rate of 19% on outstanding past-due balances. Motion Approved 4-0.
- 4) Motion made by Steve to change to a "two payment" payment plan option for 2014. 60% of annual dues assessment would be due by 1/31/14, the remaining 40% would be due by 4/1/14, and accounts would be late if remain unpaid after 5/1/14. Motion Approved 4-0.
- 5) Motion made by Joe to replace all street signs within the Estates to reflect the same color, height and look with the new IDOT approved reflective coating at the state-approved height. Motion Approved 4-0.
- 6) Motion made to create the officer position of Vice President – Communications by Patrick. Motion Approved 4-0. Bob Seiser accepted the newly created officer position.
- 7) Motion to keep 2014 dues assessment at same rate as 2013 and 1) allocate \$18,700 out of Retained Earnings to be put into the 2014 Roadway Reserve and 2) allocate \$20,000 out of Retained Earnings to be moved into a Transponder Reserve account. Motion Approved 4-0.

Recommendations made outside of Executive Meetings since June 5, 2013 Board Meeting on Vendor Proposals: The following vendor proposals/contracts were approved outside of Executive Meetings and are incorporated as a part of the minutes hereof:

RECOMMENDATION by Bob Seiser to accept Countryside Flower Shop Proposal for \$2,855.71 to remove existing flowers, plant Mums and remove Mums at all three entrances. Approved 4-0.

RECOMMENDATION by Bob Seiser to accept SMG Proposal for \$1,900.00 to replace and upgrade communication hardware for transponder activation system. Approved 4-0.

RECOMMENDATION by Bob Seiser to accept Creekside Proposal option #2 for holiday lights and wreaths at all three entrances for \$4,722.00. Creekside presented three proposals and the one accepted was the middle option.
Approved 4-0.

RECOMMENDATION by Patrick Loveless to accept RYCO Proposal for 2013-2014 Snow Management Services. Approved 4-0.